

## ELMORE COUNTY

### INSTRUCTIONS FOR SUBMITTING AN APPLICATION FOR A SPECULATIVE SITE EVALUATION & SEPTIC PERMIT, AND THE STEPS NECESSARY FOR OBTAINING A SEPTIC INSTALLATION PERMIT FOR CENTRAL DISTRICT HEALTH

#### APPLICATIONS:

- ⇒ All on-site applications *must* include an accurate legal description of the property along with all requested information as indicated on the form. Once you (property owner) or your agent (applicant) have submitted the application for a subsurface Sewage Disposal System or Speculative Site Evaluation, a detailed plot plan *and* have paid the appropriate fees, you/your agent will need to contact the Environmental Health Specialist to make an appointment for the excavation of the required test holes. Central District Health *will not* be providing any machinery or labor to complete the excavation.

**NOTE:** Neither this document nor the Speculative Site Evaluation application is your septic installation permit.

#### PLOT PLAN:

- ⇒ A proposed Plot Plan must accompany the application and fee. On the Plot Plan please provide the following information of the site: location of proposed dwelling; existing or proposed well site; location of any existing septic systems; location of proposed septic site along with a proposed area for future replacement drainfield site; ditches; scarps; streams; and bordering roads.

#### TEST HOLE INSPECTIONS:

- ⇒ Test Holes are needed to evaluate the soils in the area where the drainfield is to be placed. Test holes are required for all lots and parcels. Additional test holes or deeper test holes may be required if the natural soils are inadequate for sewage disposal. It is the responsibility of the owner or his agent to make the necessary arrangements for digging. The Environmental Health Specialist must be present on-site when test holes are excavated.
- ⇒ The test holes shall be excavated within fifty (50) feet of the proposed drainfield area to a depth of eight (8) to twelve (12) feet. Additional holes may be required if the native soils are inadequate for sewage disposal.
- ⇒ It is necessary to make an appointment with the inspector to view the test holes. The owner or their agent should be present at the time of the inspection.



## GROUNDWATER MONITORING:

- ⇒ Groundwater monitoring may be required for a parcel of property not in an approved subdivision. Monitoring may also be required in approved subdivisions when the records search indicates further data is required. Ground water monitoring needs to be conducted on a **weekly basis from February through June** and *may be required through October* if the land is irrigated during the summer. Weekly monitoring is to be completed and documented by the property owner or their representative.

## SPECULATIVE SITE EVALUATION:

- ⇒ A Speculative Site Evaluation form is not a septic installation permit. It is an evaluation of the site for septic suitability. Once all the steps have been completed and all the criteria has been met, you can apply for a non-testhole/no-site evaluation septic installation permit utilizing the site-specific data obtained from the Speculative Site Evaluation.

## ON-SITE SEWAGE PERMIT:

- ⇒ When the steps listed on this sheet are completed and the criteria have been met, your permit will be written. Once the permit has been written, the on-site sewage permit will be available to be issued between 8 am and 5 pm and will be emailed to you and/or agent. Permits may also be mailed, or a facsimile may be sent.

**Having complete, accurate, and necessary documentation will make the permitting process easier and faster. The key is to have all the necessary documents properly prepared and ready for Central District Health prior to submitting any applications.**